

West New York Board of Education

Procedure for Reporting Absence – All Staff

It is mandatory for all employees of the West New York School District to follow the procedure for reporting an absence when they will be out of work for the following reasons: illness, personal day(s), reassignment, professional day, worker's compensation, funeral days, death in the family, and unapproved vacation days for applicable personnel.

Employees may report an absence either by email or phone. Please see the instructions below.

To report your absence by email, you can send an email to absent@wnyschools.net, using your work email via webmail; please add the building you are assigned to in the subject line. In the body of the email the following information is required:



- # Name
- # Building
- # Grade/Subject/Position
- # Date(s) of absence
- # Reason for absence (i.e. sick day, personal day, reassignment, professional day, vacation day, funeral day, death in the family, etc...)

To report your absence by phone, you must call the absence phone line at 201-553-4127. You will then be prompted to press:

- #1, if you work at Memorial High School
- #2, if you work at the Middle School
- #3, if you work at any other location in the district;



After you press your corresponding prompt, you will be required to leave the following information:

- # Name
- # Building
- # Date(s) of absence
- # Reason for absence (i.e. sick day, personal day, reassignment, professional day, vacation day, funeral day, death in the family, etc...)

In order to facilitate the substitute teacher procurement process, all employees who work at Memorial High School must report their absence by 7:00 a.m. All other employees must report their absence by 7:30 a.m. Employees reporting an absence after the designated times, must call 201-553-4016.

All custodians, maintenance, transportation, and information systems staff must also call their immediate supervisor to report an absence.